NIMS Implementation Assistance Guide

for

Grant County Public Agencies

2007 Compliance Year

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**Grant County
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Background: Homeland Security Presidential Directive 5 "*Management of Domestic Incidents"* required that states, territories, local jurisdictions and tribal entities adopt the National Incident Management System (NIMS). Over the past two years, all of these entities have made significant progress in implementing the NIMS system. The implementation of the NIMS across the nation creates a baseline capability that, once established, will be the foundation for our prevention, preparedness, response, and recovery strategies. During FY05 and FY06, states were asked to "self-certify" their NIMS compliance.

Fiscal Year 2007: By September 30, 2007, jurisdictions will be required to comply with the FY07 NIMS requirements to receive FY08 emergency preparedness grants. In FY07, all jurisdictions must comply with specific performance-based metrics. These metrics were derived, in part, from the FY06 required compliance activities and also include some new performance measures.

Metrics will be used to:

- Gather information on the current state of NIMS compliance;

- Identify best practices and areas that may require further technical assistance;

- Provide continued guidance and feedback; and

- Assist with the refinement of metrics and/or data-gathering tools.

Tiers: The metrics are divided into three categories, or "tiers." Only Tier 1 metrics are deemed critical and must be answered in the affirmative by jurisdictions to be NIMS compliant for FY07. Tier 2 and Tier 3 metrics will give jurisdictions an opportunity to better identify areas of the NIMS that may require technical assistance.

Terms of Reference: The Terms of Reference are indicated in footnotes on the corresponding page.

In this document, text and tables highlighted in light blue are the NIMS Standards. These questions/standards are what the Washington State NIMS Reporting Tool is based upon.

Text in **red** are the actions to take to achieve compliance.

Remember: Over all, document your actions
to prove your compliance.

FY 07 NIMS Implementation Matrix
Tier 1 Specific Areas of Measure

Tier 1 items are deemed critical to measuring FY07 compliance. Tier 1 related questions in the metrics require answers in the affirmative to achieve compliance by the end of FY07.

The numbered items below are the Tier 1 items in the FY07 Matrix. Refer to www.fema.gov/pdf/emergency/nims/imp_mtrx_tribal.pdf for the complete matrix.

Community Adoption

1. Formal NIMS adoption achieved by tribal/local jurisdictions.

2. Tribal/local jurisdictions promote and encourage NIMS adoption by tribal/local level stakeholders (associations, utilities, NGOs, and appropriate private sectors partners).

Command and Management

3. Tribal/local responders utilize NIMS-prescribed ICS during all-hazards incident response.

4. Preparedness Planning

5. Tribal and local jurisdictions have completed NIMS baseline against the FY05 and FY06 implementation requirements.

6. DHS Federal Preparedness Funding is being utilized to coordinate tribal/local level preparedness and response activities.

7. Tribal/local plans, Standard Operating Guidance (SOG) and Standard Operating Procedures (SOPs) are consistent with NIMS and NRP.

8. Tribal/local jurisdictions promote the use of interagency and interstate mutual aid agreements within its departments and/or agencies.

Preparedness Training

9. Completion of IS-700 by:

   · Entry level first responders and disaster workers

   · First line supervisors

   · Middle management

   · Command and general staff

10. Completion of IS-800 A by:

    · Emergency management personnel in Middle management

    · Emergency management personnel in Command and general staff

11. Completion of ICS-100 by:

    · Entry level first responders and disaster workers

    · First line supervisors

    · Middle management

    · Command and general staff

12. Completion of ICS-200 by:

    · First line supervisors

    · Middle management

    · Command and general staff

Preparedness Exercises

13. Tribal/local jurisdictional exercises incorporate NIMS.

14. Tribal/local jurisdictional exercises evaluate NIMS implementation.

15. Multiple disciplines and multiple jurisdictions participate in exercises.

16. Corrective actions have been incorporated into preparedness and response plans and procedures.

Resource Management

17. Tribal/local jurisdictions have inventoried their response resources.

18. Tribal/local jurisdiction aligns its acquisitions with state/territorial-level interoperable standards for equipment, communications, and data.

Section 1 Metrics:
Community Adoption

1.1 Formal Adoption

Compliance Requirements:

Adopt NIMS at the community level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations.

ACTION: Your agency must adopt a resolution adopting NIMS as the basis for managing incidents.

1.2 Promotion and Encouragement Methods

Compliance Requirements:

Adopt NIMS at the community level for all government departments and/or agencies; as well as promote and encourage NIMS adoption by associations, utilities, non-governmental organizations (NGOs) and private sector incident management and response organizations.

For each of the following, indicate to which groups and with which methods the tribal/local has promoted and encouraged the adoption of NIMS: [Check all that apply.]

	Meetings (e.g.,. committees, conferences, working groups, etc.)	Mailings (e.g., newsletters, letters, etc.)	Email or other electronic means (e.g., websites)	Exercises (e.g., drills, tabletop, full-scale)	Other methods used to promote and encourage the adoption of NIMS
Associations (e.g., professional organization or trade associations)					
Critical Infrastructure					
Utilities (e.g., transportation, electric, water)					
Private sector incident management and response organizations					
Non-governmental organizations (NGOs)					
Local Departments and Agencies					

ACTION: Promote the use of NIMS throughout your community, and indicate the methods by which your agency has promoted the use of NIMS with the types of organizations listed above.

1.3 NIMS Coordinator
Compliance Requirements: Designate a single point of contact within the tribal/local jurisdiction to serve as the principal coordinator for NIMS implementation. (New for FY07)

ACTION: Identify a NIMS Point of Contact Person (POC) within your organization.

Section 2 Metrics:
Command and Management

2.1 Implementation of NIMS-Prescribed ICS for All-Hazards Incident Response

Compliance Requirements:

Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

ACTION: Develop an SOP or modify an existing SOP to reflect your organization has implemented ICS and uses it for all-hazard incident response. *(Make sure you actually use ICS!).*

2.2 Implementation of NIMS-Prescribed ICS for Preplanned Events

Compliance Requirements:

Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

ACTION:
1. Develop an SOP or modify an existing SOP to reflect you use ICS for pre-planned events (you may combine 2.1 with this one).
2. Use ICS for managing your community's pre-planned events (i.e. Sage n Sun in Ephrata, Moses Lake Spring Festival, etc.)

2.3 Consistent Application of Incident Action Planning

Compliance Requirements:

Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

ACTION: Develop WRITTEN Incident Action Plans for your pre-planned events. IAPs are the result of meetings with all stakeholders of an event, so conducting meetings are involved with this compliance as well.

2.4 Consistent Application of Common Communications Plans

Compliance Requirements:

Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans[1], as appropriate.

ACTION: This is not hard to do. When you write your IAPs, designate which radio frequencies you will use to talk to one another between agencies.

2.5 Incident Action Plan Concepts

Compliance Requirements:

Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

ACTION: When you develop your IAPs, the following criteria must be included:

- Designation of measurable objectives
- Designation of command staff positions
- Manageable span of control
- Clear chain of command
- Use of plain language

2.6 Communication Plan Components

Compliance Requirements:

Incident Command System (ICS): Manage all emergency incidents and preplanned (recurring/special) events in accordance with ICS organizational structures, doctrine and procedures, as defined in NIMS. ICS implementation must include the consistent application of Incident Action Planning and Common Communications Plans, as appropriate.

ACTION: Your agency's Communications Plan must address the following-
- Utilization of communications equipment and facilities assigned to the incident
- Installation of and testing of all communications equipment
- Supervision and operation of the incident communications
- Distribution and recovery of communications equipment assigned to incident personnel
- Maintenance and repair of communications equipment on site

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[1] Common Communication Plan (CCP): An interoperable communications plan designed to be utilized for multi-agency and multi-jurisdictional incident management operations. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

2.7 Encouraging Multi-Agency Coordination Systems (MACS)

Compliance Requirements:

Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), and the State/Territorial EOC.

ACTION: This requirement is met through the use of WebEOC, multi-channel radios and telephones. In addition, you have to explain how your agency trains and uses MACS through:

- Framework (e.g., organizational capacities, state EOPs, state disaster plans)
- Training Curriculum
- Exercises

2.8 Designation or Utilization of Multi-Agency Coordination Systems

Compliance Requirements:

Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), and the State/Territorial EOC.

ACTION: You must *explain* how MACS have been successfully utilized during the following events/incidents:

- Preplanned Events (Recurring/Special)
- Incident-specific Hazards (Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.)
- No-Notice Event/Incidents (An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)
- Specific Events

2.9 MACS Function Coordination

Compliance Requirements:

Multi-agency Coordination System: Coordinate and support emergency incident and event management through the development and use of integrated multi-agency coordination systems, i.e. - develop and maintain connectivity capability between local Incident Command Posts (ICP), local 911 Centers, local Emergency Operations Centers (EOCs), and the State/Territorial EOC.

ACTION: This is one area where Grant County Emergency Management helps you out. The following primary functions are coordinated by DEM (the local MAC):

- Situation assessment
- Critical resource acquisition and allocation
- State and Federal disaster support
- Coordination with elected and appointed officials
- Coordination of summary information
- Incident priority determination

2.10 Public Information System (PIS) Included in Emergency Operations Plan (EOP)

Compliance Requirements:

Public Information System: Implement processes, procedures, and/or plans to communicate timely, accurate information to the public during an incident through a Joint Information System and Joint Information Center.

1. Does the tribal/local jurisdictional Emergency Operations Plan (EOP) include processes and procedures for utilizing a Public Information System (PIS), including establishment of a Joint Information System (JIS) and a Joint Information Center (JIC) as incidents dictate?

If "Yes," how many out of how many individuals are trained in utilizing the PIS?

2.11 Types of Information That PIS Can Gather, Verify, Coordinate and Disseminate

Compliance Requirements:

Ensure that the Public Information System can gather, verify, coordinate, and disseminate information during an incident. (New for FY07)

During incidents, can the tribal/local Public Information System (PIS) gather, verify, coordinate, and disseminate the following types of information: [Check all that apply.]

	Gather	Verify	Coordinate	Disseminate
Critical Emergency Information				
Crisis Communication				
Public Affairs				
Other types of information				

ACTION: 2.10 & 2.11 go hand in hand. The best way to accomplish this is to have a designated and trained PIO who is familiar with NIMS.

Training Recommendation: G290 - Basic Public Information Officer. 3-day course offered by Washington Emergency Management Department. Next class August 14-16, 2007 at Camp Murray, Washington. Because of NIMS requirements, a ton of agencies working towards NIMS compliance are sending their people, so for the past two years these classes have filled up fast. If you intend to send someone, you'd better register them ASAP.

- Course Announcement http://emd.wa.gov/training/documents/g290-basic-pio-camp-murray-06.pdf

Section 3 Metrics:
Preparedness Planning

3.1 NIMS Baseline[2] Established

Compliance Requirements:

Establish the community's NIMS baseline against the FY05 and FY06 implementation requirements.

1. Has the tribal/local jurisdiction established a NIMS baseline for FY05 and/or FY06?

2. If "Yes," what tool was used?   NIMCAST   or   OTHER?

ACTION: Here's where you may need to do some homework.
- If you completed your 2005-06 requirements, this will be easy – just say "Yes".
- If you did not complete your '05-'06 requirements, then now you have to establish your baseline.

- For NIMS '05-'06 requirements, log on to your NIMSCAST account at https://www.fema.gov/nimscast/ComplianceSections.do

3.2 Utilization of Federal Preparedness Funding to Improve NIMS Preparedness and Response Activities

Compliance Requirements:

Develop and implement a system to coordinate all Federal preparedness funding to implement the NIMS across the local/tribal jurisdictions.

Has the tribal/local jurisdiction utilized Federal Preparedness Funding[3] to improve NIMS preparedness and response activities?
          Yes   If "Yes," indicate the Federal preparedness funding sources used?
          DHS, specify funding sources   OR   Other Federal preparedness funding

          No, explain:

          Does not apply, no federal funds received

ACTION: Just simply answer the question.

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[2] **NIMS Baseline:** An initial assessment of NIMS compliance conducted in 2005 and/or 2006 by participating jurisdictions at State, Territorial, local, and tribal levels.
[3] **Federal Preparedness Funding:** Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds; Assistance to Firefighters Grants; LETPP; etc.

3.3 Quantify Department/Agencies that have Incorporated NIMS with Emergency Management or Response Functions

Compliance Requirements:

Revise and update plans and SOPs to incorporate NIMS components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

ACTION: This question set is more geared for States and Counties to answer. If you are reporting for your own singular agency, simply place "1" in each box. However, if you are reporting for a City government, then list the number of sub-departments which are in compliance (fire, law, public works, etc.)

3.4 Extent of NIMS Concepts/Principles Incorporation

Compliance Requirements:

Revise and update plans and SOPs to incorporate NIMS components, principles, and policies, to include planning, training, response, exercises, equipment, evaluation, and corrective actions.

To what extent have the following NIMS concepts and principles been incorporated into incident management policies and SOPs/SOGs:

	Not Incorporated	Partially Incorporated	Fully Incorporated
Flexibility[4]			
Scalability[5]			
Standardization[6]			
Interoperability & Compatibility[7]			

ACTION: This is going to require work if you haven't already done this portion. You have to develop or revise/modify existing SOPs to reflect your integration of NIMS into your operations, addressing the four key points above.

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[4] Flexibility: A principle of the NIMS that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. (Department of Homeland Security, National Incident Management System (March 2004), 2.

[5] Scalability: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

[6] Standardization: A principle of the NIMS that provides a set of standardized organizational structures such as the Incident Command System (ICS), multi-agency coordination systems, and public information systems as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.

[7] Interoperability & Compatibility: A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

3.5 Participate in mutual aid agreements

Compliance Requirements:

Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

The tribal/local jurisdiction participates in the following types of mutual aid agreements:[Check all that apply.]:
- Intrastate
- Interagency

None, explain:

ACTION: Nobody better answer this question as "none".
Fire agencies - You all have written Interagency agreements due to the Countywide Plan.

3.6 Promotion of Intrastate and interagency Mutual Aid Agreements

Compliance Requirements:

Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

What actions have been taken by the tribal/local jurisdiction to promote intrastate and interagency mutual aid agreements: [Check all that apply.]

- Developed working groups and/or committees
- Signed Memorandum of Understanding/Memorandum of Agreement
- Engaged in regular correspondence via phone/email
- Developed mutual aid templates
- Other actions taken by the tribal/local jurisdiction to promote intrastate and interagency mutual aid agreements, explain:

ACTION: Fire Chiefs: remember when I asked you all to sit at the table to write the mutual aid plan? This is my reason for doing so… those who participated can answer "yes".

Now – Other entities: in order to answer in the affirmative, if you haven't already done so, you need to do the same: sit down with each other and write a mutual aid plan, and communicate with each other and outside agencies about how we can all benefit.

All Grant County Agencies can benefit from this: in the "Other actions taken" box, you can state you are a response agency in Washington State's Homeland Security Region 7, and that you support your Homeland Security Council's actions to promote and secure intrastate and interagency mutual aid agreements. (Please draft a letter for your records and ours that you do support our efforts).

3.7 Promotion of Mutual Aid Agreements with Private Sector and NGOs

Compliance Requirements:

Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

- Developed working groups and/or committees
- Signed Memorandum of Understanding/Memorandum of Agreement
- Engaged in regular correspondence via phone/email
- Developed mutual aid templates
- Other actions taken by the tribal/local jurisdiction to promoteprivate sector and NGO mutual aid agreements, explain:

ACTION: This needs to be better addressed by all of us. In order to answer in the affirmative, we all need to make an effort to promote and secure mutual aid agreements with the private sector and NGOs.

3.8 Types of Mutual Aid Agreements Trained and/or Exercised

Compliance Requirements:

Participate in and promote intrastate and interagency mutual aid agreements to include agreements with the private sector and non-governmental organizations.

Indicate the types of mutual aid agreements for which the tribal/local jurisdiction has trained and/or exercised:

	Interstate	Intrastate	Interagency
Training			
Exercises			

ACTION: In order to make sure a plan works, it has to be exercised… It is like a theory - it has to be proven to be a valid theory.

Interagency Exercises is the most commonly used version. However, joint training exercises between multiple agencies on a single drill night can count as an Interagency Training if you actually practice ICS during the exercise.

Section 4 Metrics:
Preparedness Training

4.1 Quantify Trained Personnel

Compliance Requirements:

Complete IS-700 NIMS: An Introduction. Complete IS-800 NRP: An Introduction. Complete ICS 100 and ICS 200 Training. Complete ICS 300 and ICS 400 Training (New for FY07)

In the following table, indicate the number of people trained in the following courses (out of the total number of people identified): [Gray boxes are not applicable.]

	Entry-level first responders	First line supervisors	Middle Management	Command and General Staff	Personnel trained as trainers
IS700			/	/	
ICS100	/	/	/	/	/
ICS200	/	/	/	/	/
ICS300			/	/	/
ICS400			/	/	/
IS800			/	/	

ACTION: Here you have to identify the number of persons who, based on their authority level, must complete a certain class, and then identify how many persons have actually done so.

Who has to complete what?

- ENTRY LEVEL: IS-700, ICS100
- FIRST LINE SUPERVISOR, SINGLE RESOURCE, FIELD SUPERVISOR: IS700, ICS100 & 200
- MID-LEVEL MANAGEMENT (STLs, POLICE CAPTAINS, FIRE CHIEFS): IS700, IS 800, ICS100-200-300
- COMMAND & GENERAL STAFF: ALL OF THEM

4.2 Document Training Status of Personnel

Compliance Requirements:

Leverage training facilities to coordinate and deliver NIMS training requirements in conformance with the NIMS National Standard Curriculum.

Does the local/tribal jurisdiction document the training status of personnel from:

	Yes	No	Not applicable
Your jurisdiction			
Other emergency response organizations			

ACTION: This is not a Tier One requirement, but needs to be answered.

Section 5 Metrics:
Preparedness Exercises

5.1 NIMS/ICS Incorporated into Exercises

Compliance Requirements:

Incorporate NIMS/ICS into all tribal/local and regional training and exercises.

Into which of the following activities are NIMS/ICS incorporated:

	Training	Exercises
Your Jurisdictional Level		
Intrastate Regional Level		

ACTION: This one requires effort to gather not only the training credentials of your own personnel, but the credentials of personnel from other agencies.

5.2 Quantity of Exercises that Evaluate NIMS Implementation

Compliance Requirements:

Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

Indicate the number of exercises of each type that evaluate NIMS implementation during the exercise:

TYPE OF EXERCISE	NUMBER OF EXERCISES
DRILLS	
TABLETOPS	
FUNCTIONAL	
FULL-SCALE	
OTHER TYPES INVOLVING NIMS IMPLENTATION	
TOTAL NUMBER OF EXERCISES	

ACTION: Indicate the number and types of exercises in which you have participated. Exercises must meet the criteria as identified by the Dep't of Homeland Security's Exercise & Evaluation Program (HSEEP).

- This metrics collection should reflect all exercises conducted in FYs 2005-2007 which exercised NIMS principles and components.

- To ensure that there is not an inappropriate duplication of data collection, Local Departments/Agencies must account only for the exercises for which they were named the lead agency.

- HSEEP web site https://hseep.dhs.gov/

5.3 Existence of an All-Hazard Exercise Program

Compliance Requirements:

Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

Does the tribal/local jurisdiction have an all-hazard exercise program?   YES   or   NO?

5.4 Quantity of Exercises with Multi-Disciplinary and/or Multi-Jurisdictional Component

Compliance Requirements:

Participate in an all-hazard exercise program based on NIMS that involves responders from multiple disciplines and multiple jurisdictions.

Indicate the number of exercises that involve a multi-disciplinary and/or multi-jurisdictional component:

	Number of Exercises
Multi-disciplinary	
Multi-jurisdictional	

Of these, in which of the following types of exercises has NIMS been implemented as the all-hazards, incident management system: [Check all that apply.]

	Drills	Tabletop Exercises	Functional Exercises	Full-Scale Exercises	Other	None
Multi-disciplinary						
Multi-jurisdictional						

1. Explain how these types of exercises evaluate the effectiveness of NIMS implementation:

ACTION: This is where you need to demonstrate the quantity and types of exercises in which you have participated. These exercises must be multi-jurisdictional and utilize ICS and NIMS components.

- When answering this question, please disregard the "functional" distinction. All types of exercises (listed in Section 5.2) must be accounted for.

5.5 After Action Reports and/or Lessons Learned

Implementation Activity:
Incorporate corrective actions into preparedness and response plans and procedures.

Do tribal/local jurisdictional departments and/or agencies develop after action reports and/or lessons learned following exercises?

ACTION: This is where you need to demonstrate that your agency has a policy regarding corrective action plans as part of your preparedness and response plans.

- Develop a policy or modify an existing policy stating such.

5.6 Incorporation of Corrective Action Plans, After Action Reports, and/or Lessons Learned

Implementation Activity:
Incorporate corrective actions into preparedness and response plans and procedures.

Tribal/Local jurisdictions incorporate corrective action plans, after action reports, and/or lessons learned into which of the following: [Check all that apply.]

☐ Preparedness plans

☐ Response plans

☐ Response procedures

☐ Recovery plans and procedures

☐ **None, explain:**

ACTION: This is where you need to answer which documents you require the use of corrective action plans. (Hint: Requiring corrective actions for <u>all</u> plans is required for compliance.)

5.7 Maintenance of Correction Action Program

Implementation Activity:
Incorporate corrective actions into preparedness and response plans and procedures.

Does the tribal/local jurisdiction utilize improvement plans and after action reports to maintain a Corrective Action Program?

⊙ Yes   OR No

ACTION: Self explanatory. Develop a policy or modify an existing policy to demonstrate compliance.

Section 6 Metrics: Resource Management

6.1 Inventory of Response Assets

Implementation Activity:
Inventory community response assets to conform to homeland security resource typing standards.

Has the local jurisdiction inventoried its response resources?

☐ Yes

☐ No

6.2 Response Asset Inventory Developed

Implementation Activity:
Inventory community response assets to conform to homeland security resource typing standards.

Has the tribal/local jurisdiction developed a response asset inventory?

☐ Yes

☐ No

6.3 Resource Typing for Response Assets

Implementation Activity:
Inventory community response assets to conform to homeland security resource typing standards.

Does the tribal/local jurisdiction use resource typing for response assets?

☐ Yes

☐ No

ACTION: 6.1 - 6.3 go hand in hand. To comply, you must develop a resource asset inventory.

Although resource Typing is not a Tier One requirement, it does make sense to complete Typing now rather than later.

6.4 Acquisition Adoption of Interoperability Standards

Implementation Activity:
To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into tribal/local acquisition programs.

To what extent does the tribal/local jurisdiction require its acquisitions and purchases to adopt interoperable standards:

	Not Required	Partially Required	Fully Required
Equipment	☐	☐	☐
Communications	☐	☐	☐
Data	☐	☐	☐

ACTION: Incorporate interoperability standards into your purchasing programs, demonstrated by a policy addressing such

6.5 Incorporation of Standard Equipment List and Other Federal Standards Data

Implementation Activity:
To the extent permissible by law, ensure that relevant national standards and guidance to achieve equipment, communication and data interoperability are incorporated into tribal/local acquisition programs.

To what extent does the tribal/local jurisdiction's current acquisition program incorporate the Standard Equipment List (SEL) and other Federal equipment standards data when purchasing interoperable equipment:

☐ Not Incorporated

☐ Partially Incorporated

☐ Fully Incorporated

ACTION: Identify how incorporated the US DHS SEL is in your purchasing program.

6.6 Validation of Inventory

Implementation Activity:
Validate that the inventory of response assets conforms to homeland security resource typing standards and provide to the state/territory as required. (New for FY07)

Has the tribal/local jurisdiction validated the inventory of response assets?

☐ Yes

☐ No

If "Yes," does the inventory conform to homeland security resource typing standards?

☐ Yes

☐ No

ACTION: Complete your inventory list, validate it, and submit it to Grant County Emergency Management. EM will then forward it on to the State. Make sure it meets Typing standards.

6.7 Utilization of Response Asset Inventory

Implementation Activity:
Utilize the State/Territory response asset inventory for Intra-State Mutual Aid requests, exercises, and actual events. (New for FY07)

Does the tribal/local jurisdiction utilize the response asset inventory for:

	Yes	No, explain:
Mutual Aid Requests	○	
Exercises	○	
Actual Events	○	

ACTION: Demonstrate that your jurisdiction utilizes the response asset inventory for Mutual Aid Requests, exercises and actual events. This may be done via a policy.

Section 7 Metrics: Communication and Information Management

7.1 Implementation of Communication Standards During Multi-Agency and/or Multi-Jurisdictional Events

Implementation Activity:
Apply standardized and consistent terminology, including the establishment of plain language communications standards across the public safety sector.

During a multi-jurisdictional and/or multi-agency event, to what extent does the local jurisdiction implement the following communication standards:

	Not Implemented	Partially Implemented	Fully Implemented
Plain Language[8]	☐	☐	☐
Standardized terminology[9] in response operations	☐	☐	☐
Standardized terminology in publications	☐	☐	☐

ACTION: Implement procedures to ensure the use of plain language (i.e. no ten codes, etc) and standardized terminology consistent with NIMS/NRP standards for radio use or publications.

7.2 Methods to Ensure Consistent and Accurate Information During Incident

Implementation Activity:
Develop systems, tools, and processes to present consistent and accurate information to incident managers at all levels (e.g., common operating picture). (New for FY07)

Which of the following has the tribal/local jurisdiction developed to present consistent and accurate information during an incident:

	Systems (The principles, system components, and procedures needed to present consistent and accurate information during an incident.)	Tools (The instruments used to convey incident information).	Processes (The procedures and protocols used for communicating timely and accurate information during incidents.)
Communications	☐	☐	☐
Intelligence	☐	☐	☐
Information Management	☐	☐	☐
Information Sharing	☐	☐	☐
Resource Status	☐	☐	☐

ACTION: Develop systems, tools, and processes to present consistent and accurate information to incident managers at all levels.

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[8] Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf

[9] Standardized Terminology: Commonly accepted language that is consistent with policies, plans, or procedures in the NIMS and NRP to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident.